

# PUPIL ACCOUNTING REQUIRED DOCUMENTATION CHECKLIST ALTERNATIVE EDUCATION/ADULT EDUCATION

DISTRICT: \_\_\_\_\_ BUILDING: \_\_\_\_\_ COUNT DAY: \_\_\_\_\_

- \_\_\_\_\_ Student Alpha List – from student management system, NOT SRSD
- \_\_\_\_\_ District or Building/Program Calendar - **SEPTEMBER ONLY**
- \_\_\_\_\_ Graduation Requirements - **SEPTEMBER ONLY**
- \_\_\_\_\_ Board Approved List of Classes - **SEPTEMBER ONLY**
- \_\_\_\_\_ Printout of Count-Day Schedules for Each Student - **SEPTEMBER ONLY**
- \_\_\_\_\_ Master Schedule of Teachers (room numbers, class times, lunch breaks)
- \_\_\_\_\_ District/Building Attendance Policies - **SEPTEMBER ONLY**
- \_\_\_\_\_ Excused Absence Policy - **SEPTEMBER ONLY**
- \_\_\_\_\_ Count Day Absence List (Form A and/or B)
- \_\_\_\_\_ Add & Drop Record (Form E)
- \_\_\_\_\_ Adult Education Testimonies (Form F)
- \_\_\_\_\_ Birth Certificate Affidavit (Form G)
- \_\_\_\_\_ Birth Certificate Verification (Form H)
- \_\_\_\_\_ Dual Enrollment (Form J)
- \_\_\_\_\_ Homebased – District Policy (Form K)
- \_\_\_\_\_ Homebased – Mandatory Expulsion (Form L)
- \_\_\_\_\_ Homebased Teacher Log (Form M)
- \_\_\_\_\_ Homebound & Hospitalized Pupil List (Form N)
- \_\_\_\_\_ Homebound & Hospitalized Teacher Log (Form O)
- \_\_\_\_\_ Written Certification from Physician for Homebound/Hospitalized
- \_\_\_\_\_ Homeless Students (Form P)
- \_\_\_\_\_ Independent Study Pupils (Form Q)
- \_\_\_\_\_ Part-Time Pupils (Form U)
- \_\_\_\_\_ Reduced Schedule List of Pupils (Form W)
- \_\_\_\_\_ **(Request & Approval (Form X) will be viewed at school site during field audit)**
- \_\_\_\_\_ Residency – Dual (Form Y)
- \_\_\_\_\_ Residency – Home of Relative (Form Z)
- \_\_\_\_\_ Residency – Schools of Choice (Form AA)
- \_\_\_\_\_ **(Please include children of employees on this form and note that distinction)**
- \_\_\_\_\_ Residency Detail – Tuition Students (Form BB)
- \_\_\_\_\_ Scheduled Days of Instruction 1-12 & Spec Ed (Form EE)
- \_\_\_\_\_ Scheduled Hours of Instruction 1-12 & Spec Ed (Form GG)
- \_\_\_\_\_ Scheduled Clock Hours Professional Development (Form HH)
- \_\_\_\_\_ **Scheduled Days/Hours Forms only need to be submitted if they have changed since the original submission in August**
- \_\_\_\_\_ Suspension & Expulsion Log (Form JJ)
- \_\_\_\_\_ Technology Center Pupils (Form KK)
- \_\_\_\_\_ Virtual Enrollment (Form LL)
- \_\_\_\_\_ Work Study – Special Ed (Form PP)
- \_\_\_\_\_ Workbased – In-School & In-District Workbased List (Form UU)
- \_\_\_\_\_ Workbased Ed – General Ed Students (Form VV)
- \_\_\_\_\_ Workbased Ed – Transition – Special Ed (Form WW)
- \_\_\_\_\_ **(Training Plan, Training Agreements & Attendance will be viewed at the school site during the field audit)**
- \_\_\_\_\_ Proof of 75% Attendance

Please return this form with your required paperwork. Check off items as you complete your forms for submission. If an item does not pertain to your building, you can note "NA" next to that item and do not need to submit a blank form. Each line item should contain either a "check mark" or "NA"